

**SEAPORT**  
**Performance Work Statement for Contractor Support Services (Acquisition Program Management, Project Management, Financial Management, Contracts, Administration and Operations, Strategic Management and Communications, Total Force Management and Public Affairs Office)**

## **1.0 INTRODUCTION**

The Program Executive Office Enterprise Information Systems (PEO-EIS) is acquiring contractor support services to include Acquisition Program Management, Project Management, Financial Management, Contracts, Administration and Operations, Strategic Management and Communications, Total Force Management and Public Affairs Office for PEO-EIS, the Naval Enterprise Network (NEN) Program Office (PMW-205), and the Navy Enterprise Resource Planning (ERP) Program Office (PMW-220).

## **2.0 BACKGROUND**

### **2.1 Program Executive Office Enterprise Information Systems (PEO-EIS)**

The PEO-EIS provides Information Technology (IT) support and technical solutions for the Department of the Navy within the enterprise and business domain. PEO-EIS is responsible for overseeing lifecycle management of several Acquisition Category (ACAT) I Information Technology programs, projects, and initiatives. In this role, PEO-EIS is accountable for the efficient and proper planning, design, implementation and operation of shore based Department of the Navy networks and combat support related enterprise information systems, and is a key stakeholder for the development of requirements for future IT capabilities and operations. Oversight and management of the PEO-EIS Portfolio represents every discipline within the acquisition management field, as well as several unique areas of expertise concerning corporate finance structure and special skills regarding the Defense Property Management System. The ability to integrate all of these activities across the portfolio is also a major requirement for the support services, and an approach that focuses on the integration of many specialized teams across multiple programs. The PEO-EIS portfolio is comprised of the following major efforts:

- **Navy Marine Corps Intranet (NMCI)/Continuation of Services Contracts (CoSC)** – NMCI/COSC is a multi-billion dollar enterprise network contract serving more than 700,000 users across the Navy and Marine Corps. This program incorporates the range of Enterprise IT issues including hardware (procurement, configuration management, asset valuation and tracking), software licensing, data center management, call center management, and critical Information Assurance initiatives. The COSC facilitates the NMCI continuation of services via Hewlett Packard.
- **Next Generation Enterprise Networks (NGEN)** - This is the future set of DoN IT services with ACAT I program reporting requirements to the DoN, OSD, and Congress.
- **Sea Warrior** - A complex portfolio of over 20 Human Resource and Manpower Systems with significant oversight and interest at the OSD and Congressional level.

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- **Navy Enterprise Resource Planning (Navy ERP)** - A Navy-wide implementation of an SAP Enterprise Resource Planning (ERP) system for financial and acquisition management and supply solution comprised of approximately 72,000 global users. This is an ACAT I program requiring PEO support that combines specialized skills in Change Management, Enterprise Resource Planning (ERP) development and Implementation, and Acquisition support at the ACAT I level.
- **Global Combat Support System-Marine Corps (GCSS-MC)** - This is an ACAT I global supply and maintenance system with over 35,000 users across the USMC. It is being deployed world-wide to the Marine Corps, and includes all phases of acquisition from future requirements, development, and implementation and sustainment of an Oracle ERP solution.

## 2.2 Naval Enterprise Networks (NEN) Program, PMW-205

The Naval Enterprise Networks (NEN) Program Office (PMW-205) manages the acquisition life-cycle of the Department of the Navy's enterprise-wide information technology networks. NEN's portfolio includes the Navy Marine Corps Intranet (NMCI), the Outside Continental United States (OCONUS) Navy Enterprise Network (ONE-Net) and the Next Generation Enterprise Network (NGEN). Naval Enterprise Networks provides program management of NMCI/CoSC while continuing to develop the acquisition approach and transition strategy roadmap for NGEN's successful implementation. Naval Enterprise Networks unifies the Department of the Navy's (DON's) terrestrial networks and data management to improve capability and service while saving significant dollars by focusing efforts under one program office and one enterprise network construct.

The NEN Portfolio consists of the following:

- **Navy Marine Corps Intranet (NMCI)**: Provides a shore-based enterprise network in the continental United States and Hawaii via a single integrated, secure information technology environment for reliable, stable information transfer.
- **OCONUS Navy Enterprise Network (ONE-Net)**: Evolved from the Base Level Infrastructure Information (BLII) Modernization Program in 2005, ONE-Net provides secure, seamless and global computer connectivity for the DON outside the continental United States.
- **Next Generation Enterprise Network (NGEN)**: Represents the continuous evolution of the DON's enterprise IT network and secure, net-centric data and services to Navy and Marine Corps personnel.

## 2.3 Navy Enterprise Resource Planning (ERP) Program, PMW-220

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Navy ERP is designated as an Acquisition Category I (ACAT I), Major Automated Information System (MAIS) within the DoD. The mission of the Navy ERP Program is to standardize Navy business processes for key acquisition, financial, and logistics operations. The Navy ERP Program leverages business process re-engineering (BPR) activities using best business practices supported in the SAP ERP software suite. The SAP software is the Public Sector Industry Solution certified by the Joint Financial Management Improvement Program (JFMIP) for U.S. Government use. The system improves Navy leadership decision making, enabling more effective and efficient support of the war fighter by streamlining and standardizing how the Navy manages people, money, programs, equipment and supplies. Program of Record deployments to the Navy's six Systems Commands (SYSCOMs) are complete with approximately 72,000 global users in the system. Approximately 50 percent of the Navy's Total Obligation Authority (TOA) is managed within the Navy ERP system.

Specifically, Navy ERP:

- Facilitates an end-to-end solution for receiving requests for resources (funding, material, contracts, people, and projects) and for processing those requests to fulfillment.
- Replaced stove-piped, legacy systems used for financial management, inventory management and industrial operations, with a single integrated software Program with modules that support organization functions.
- Enables managers and line personnel to rapidly determine operating force logistics needs.
- Responds rapidly to Engineering Change Proposals (ECPs), emerging technology and performance enhancements through the system's integrated database and business processes providing visibility and status of transactions.
- Reduces the overall cost to the Navy by applying proven industry best practices and processes and replacing legacy IT systems.
- Supports the Navy's efforts to be audit ready by 2017.

Navy ERP combines business process re-engineering (BPR) and industry best practices, supported by commercial off-the-shelf software, and integrates all facets of Navy business operations, using a single database to manage shared common data. The Program enables Navy compliance with the Chief Financial Officers Act of 1990 and the Department of Defense (DoD) Information Assurance Certification and Accreditation Process. Additional benefits of the Program include the delivery of transparent and timely financial information improving decision making and reducing business operating costs. Cost savings are realized by the retirement of redundant, stove-pipe, legacy IT systems, a reduction in supply inventories due to improved inventory management and visibility and increased business process efficiencies.

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## 3.0 SCOPE

The scope of this effort is to obtain contractor support services for Acquisition Program Management, Project Management, Financial Management, Contracting Activities, Administration and Operations, Strategic Management and Communications, and Total Force Management for PEO-EIS, the Naval Enterprise Network (NEN) Program Office (PMW-205), and the Navy Enterprise Resource Planning (ERP) Program Office (PMW-220) as described in Section 5.0.

## 4.0 APPLICABLE DIRECTIVES

All services and work products will adhere to the requirements of the Department of Defense acquisition regulations (DOD Directive 5000.01 and DoD Instruction 5000.02) and recommended practices included in the Defense Acquisition Guidebook. Additional applicable guidance includes Space and Naval Warfare Systems Command (SPAWAR), Navy's Program Executive Office for Enterprise Information Systems (PEO-EIS) and local Program instructions and standard operating procedures. The Contractor shall adhere to the following documents in accordance with paragraph 5.0, Performance Requirements:

Document Type	No/Version	Title	Date
Code of Federal Regulation	Title 48, Vol 1	Federal Acquisition Regulation	Current Version
Code of Federal Regulation	Title 48, Vol 2	Defense Federal Acquisition Regulation Supplement	Current Version
Contract	N00039-10-D-0010	Navy Marine Corps Intranet (NMCI) Continuity of Services	08-Jul-10
DoD	7000.14-R	DoD Financial Management Regulation	Current Version
United States Code	5 USC 552a	Records maintained on individuals (Privacy Act)	Current Version
United States Code	31 USC1301(a)	Money and Finance	Current Version
United States Code	31 USC1502(a)	Money and Finance	Current Version
United States Code	31 USC1517	Money and Finance	Current Version
Joint Federal Travel Regulation (JFTR)	Vol 1	DoD Uniformed Service Travel	Current Version

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Joint Federal Travel Regulation (JFTR)	JTR	DoD Civilian Personnel Travel	Current Version
Navy Regulation	NAVSOP-1000	DoN Financial Management Policy Manual	Current Version
OMB Circular	A-11	Preparation, Submission and Execution of the Budget	August 2012
DOD Directive	4630.5	Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)	Current Version
DOD Directive	5000.1	Defense Acquisition System	Current Version
DOD Directive	5400.11	Department of Defense Privacy Program	Current Version
DOD Directive	8500.1	Information Assurance	Current Version
SPAWARINST	7720.4C	Policy and responsibilities for SPAWAR Cost Estimating and Analysis Division	02 Aug 2004
DoD Regulation	5400.11-R	Department of Defense Privacy Program	Current Version
DoD Manual	5000.4-M	DoD Manual Cost Analysis Guidance and Procedures	Dec 1992
DoDI	5000.2	The Operation of the Defense System	Current Version
DoD Guide		DoD Earned Value Management Implementation Guide	Current Version
DoD Manual		Manual DoD Contractor Cost Data Reporting Manual	Current Version
SPAWARINST	5000.19C	Earned Value Management Requirements for SPAWAR Contracts and Task Statement	Current Version
SECNAVINST	5211.5	Department of the Navy Privacy Program	Current Version
SECNAVINST	5420	Department of the Navy Cost Analysis Improvement Group (DON CAIG)	Current Version
SPAWARINST	7720.4C	Policy and responsibilities for SPAWAR Cost Estimating and Analysis Division	02 Aug 2004

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SECNAVINST	5000.2E	DON Implementation and Operation of the Defense Acquisition System & Joint Capabilities Integration & Development System	Current Version
SPAWARINST	5211.1	SPAWAR Privacy Program Instruction	Current Version
SPAWARINST	5510.1	SPAWAR Security Instruction	Current Version

## 119 5.0 PERFORMANCE REQUIREMENTS

120 The Contractor shall, within one month of contract award, develop a Draft Plan of Action and  
121 Milestones (POA&M) to show how the contractor shall support each organization listed in Section  
122 2.0.

123 The Contractor shall provide the necessary timely assistance to meet PEO-EIS, PMW-205 and  
124 PMW-220 emergent requirements as requested by the PEO-EIS staff, Program Managers and other  
125 properly designated authorities.

126 All required written documentation, reports, briefing materials, viewgraphs, studies, meeting  
127 minutes, contracts, and other materials as described below shall be submitted in the requested  
128 format, with minimal spelling, grammatical, calculation, or technical errors. Deliverables shall be  
129 in accordance with the directives identified in Section 4.0 Applicable Directives/Documents as  
130 appropriate. In addition, materials shall be delivered within the requestor's schedule. The  
131 Contractor shall develop deliverables in tools that are compatible with existing Navy networks and  
132 applications (e.g., Microsoft Office, Project, etc.) and be familiar with the usage of the Navy's  
133 Enterprise Resource Planning (Navy ERP) system to accomplish tasking as required.

134 The Contractor shall maintain PEO-EIS and Program files in an organized fashion, with work  
135 products available to the applicable organization. The storage format for work products shall be  
136 in a form agreed upon by the government and contractor.

137 The Contractor shall explore and make recommendations for implementation of new or improved  
138 business practices across the organization, and coordinate efforts to integrate new procedures and  
139 processes. Wherever process redundancies and inefficiencies are identified, the contractor will  
140 coordinate with the government to consolidate efforts across the organizations to save time and  
141 effort.

## 142 5.1 Acquisition Program Management

### 143 5.1.1 Acquisition Activities

144 The Contractor shall provide support to include:

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- 145 • Major Acquisition Information Systems (MAIS) program management expertise to support,  
146 guide and to advise Program Managers and PEO-EIS in successfully accomplishing program  
147 objectives via milestones and acquisition decision events.
- 148 • Apply knowledge of DODI 5000.02, SECNAVINST 5000.2E and Business Capability  
149 Lifecycle (BCL) to the development of program acquisition deliverables.
- 150 • Research and analysis of IT acquisition issues. Develop sound recommendations utilizing  
151 applicable laws and statutes, Department of Defense/Department of the Navy (DOD/DON)  
152 regulations and implementing directives, Acquisition Category (ACAT) I Major Automated  
153 Information System (MAIS) Program documentation requirements, IT Service Management  
154 and IT Infrastructure Library (ITIL) frameworks, total ownership cost goals and applicable IT  
155 industry standards.
- 156 • Program milestone schedule development to support, guide and advise PEO-EIS and Program  
157 Managers in successfully accomplishing program objectives via Milestones and Acquisition  
158 decision events. These include but are not limited to the following reviews and decision points:
  - 159 – PEO EIS Program Decision Reviews (PDR)
  - 160 – DON Chief Information Officer Clinger-Cohen Act (CCA) submissions
  - 161 – DON Gate Reviews / Portfolio Sufficiency Review
  - 162 – Periodic Program Management Reviews (PMR)
  - 163 – Investment Review Board (IRB)
  - 164 – Working Integrating Integrated Product Team (WIPT)/ Integrating Integrated Product  
165 Team (IIPT)/ Overarching Integrated Product Team (OIPT)
  - 166 – Milestones (MS) decision events with the Milestone Decision Authority (MDA)
  - 167 – Defense Acquisition Execution Summary (DAES)
- 168 • Support and participate in acquisition, production, transition and integration efforts conducted  
169 at working group meetings, Integrated Product Teams (IPT) sessions, in-process reviews, and  
170 other meetings, prepare meeting materials and briefs and summarize programmatic impacts.
- 171 • Assist with preparing, reviewing and delivering reports including but not limited to the  
172 following:
  - 173 – Major Automated Information System (MAIS) Annual Reports to Congress
  - 174 – Major Automated Information System (MAIS) Quarterly Reports
  - 175 – Quarterly Assistant Secretary of the Navy (Research, Development & Acquisition) [ASN  
176 (RD&A)] Dashboard Reports
  - 177 – Government Accounting Office (GAO) Reports
  - 178 – Semi-Annual Reports to Congress
  - 179 – Monthly Review of Progress (MRP)
  - 180 – Budget Exhibits
  - 181 – Manpower Study Reports
  - 182 – MAIS Critical Change Reports (CCR) to Congress

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- Review Congressional Reports and Acts of Congress for proposals/statutes that impact the PEO-EIS portfolio
- Support the execution of acquisition planning and efficiency initiatives related to PEO EIS programs
- Responses to DOD Inspector General (IG) and General Accounting Office (GAO) information requests

- Review Congressional Reports and Acts of Congress for proposals/statutes that impact the PEO-EIS portfolio.

#### **5.1.2 Program Performance Planning and Management**

The Contractor shall support the creation of a program performance plan that measures and tracks the breadth of services provided by PEO-EIS and its program offices. This support includes:

- Analysis and reporting in response to external mandates and requirements on performance management. This includes the collection of data through customer satisfaction surveys, service level agreement (SLA) data reports, non-SLA measures, and other information sources to create program performance management products.
- Analysis, validation and verification of program performance to assist PEO-EIS and the program offices in improving oversight of operations. Work products include requested analyses, reports, and briefings.
- Review, research and make recommendations, as assigned, to ensure the Program Performance Plan, its implementation and the associated results, satisfies Program requirements.
- Develop and maintain an enterprise lessons learned file regarding performance management, including creation of performance metrics and management of performance metrics processes.
- Assist in the performance of program health assessments via the Probability of Program Success (PoPS) tool and other research and analysis of IT Software Development and Production processes. As applicable, provide a recommended entry point into the acquisition framework and a plan of actions and milestones to achieve optimum program success and delivery.

#### **5.1.3 Acquisition Documentation**

The Contractor shall support acquisition documentation efforts to include the following:

- Assist in preparation, maintenance, analysis, review, delivery and tracking of acquisition documentation.
- Prepare and submit draft acquisition documentation required to meet the program acquisition milestones in alignment with overarching program goals.



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- Establish and/or maintain electronic and paper libraries of all program documentation and briefs.
- Document all coordination efforts and submit detailed progress reports, making special note of potential delays affecting the project and recommend ways to eliminate the delays.

#### 5.1.4 Risk Management

The Contractor shall support risk management efforts to include the following:

- Assist in implementing a consolidated Risk Management Process (RMP) to collect and analyze all risks to the Program and/or PEO.
- Present identified risks and developed mitigation plans to leadership to assist in management of the program.
- Develop the RMP program plan, develop the processes to implement the RMP across all aspects of the Program, and implement the tools to manage the RMP.
- Review and recommend updates to the Risk Management Plan and implementation of the RM database.
- Collect and consolidate all risk statements and mitigation plans into the single Risk Management Database.
- Provide status reports to the Program Manager and IPT leads which delineate all existing high and medium risks and mitigation plans as provided by the risk owner; the report shall list all risks that have mitigation plans with past due dates.
- Update and prepare risk reports suitable for inclusion in quarterly reports to PEO-EIS and other external organizations as directed.
- Provide Risk Management training based on the RMP; training shall include an overview of the RMP, processes, reports and use of all RMP tools. Materials shall be approved by designated Subject Matter Experts.

#### 5.2 Project Management

The focus of this support is on effective prioritization and management of Program work activities. The contractor is responsible for project management support activities with an emphasis on planning, prioritizing, and tracking work activities and projects to completion. Project management support is inclusive of FY project plans, plans of action and milestones (POA&Ms), work breakdown structures, detailed schedules, analysis leading to decision-quality artifacts/objective quality evidence, reporting, trend analysis; project performance plans; project performance measures, metrics and analysis and assessments. This effort shall be supported by comprehensive program scheduling that:

- Captures work volume, scope and inter-dependencies

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251 • Can be accomplished within cost, schedule and performance limits

252 • Can be effectively managed

#### 253 **5.2.1 General Project Management**

254 The following activities are required for all project management support:

255 • Coordinate and assist with monitoring performance and progress against plans, baselines, and  
256 requirements.

257 • Assist in the identification and resolution of issues impacting Program cost, schedule, and  
258 performance.

259 • Coordinate budget, costing, acquisition and contract input for project cost, schedule and  
260 performance estimates and draft work products.

261 • Assist in program project prioritization via the project prioritization process.

262 • Assist in preparation and execution of internal and external Program Management Reviews  
263 (PMRs) and briefings to provide the Program Manager with a comprehensive view of the  
264 following:

- 265 – Budget execution against current Spend Plan(s)
- 266 – Quarterly work accomplishments and outstanding work
- 267 – Upcoming quarter work efforts
- 268 – Estimates at Completion
- 269 – Challenges and Issues

270 • Prepare Program senior leadership for external project management reviews.

271 • Assist in project management briefing material creation and editing.

272 • Consult with Program subject matter experts regarding Program background information in  
273 support of work activity descriptions and impacts.

274 • Create and update Program guidance related to project management processes, roles and  
275 responsibilities and business rules.

276 • Integrated Master Schedule (IMS) Development and Analysis, including the following:

- 277 – Development of the IMS and the associated processes for validating task, resource, and  
278 schedule realism
- 279 – Maintain a fully resourced baseline IMS that accurately includes milestone dates,  
280 predecessor and successor dependencies, and identifies critical path activities across  
281 multiple functional areas

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The Contractor shall liaison with functional groups and program office leaders to identify schedule risks and issues. The Contractor shall update the IMS as directed and provide: (1) hardcopy and an electronic file of the IMS; (2) a status report (weekly or as directed) to the government functional area leads detailing the following information: key risks and issues that have the potential to positively and negatively impact program/project success; assessment of the cause of delays or missed milestones; and identification of the affected dependencies of missed milestones and the impact of delays or early completion of tasks.

#### **5.2.2 Navy ERP Program of Record Operations and Support**

Program of Record Operations and Support (O&S) work is comprised of level of effort and specific work activities that are necessary to properly maintain the Navy ERP system, the data within the system, system interfaces and the system's business process workflows. Specifically, review project plan schedule to validate the following: critical path, resource requirements and availability, and schedule dependencies.

#### **5.2.3 Special Project Work**

- In conjunction with the Financial Management Support team, develop and refine special project cost estimates for senior leadership review.
- Assist in managing the project prioritization process via the Project Governance Board.
- In conjunction with the Contracting Support Team, for proposed special project work, identify the appropriate contract vehicle/scope and ceiling availability prior to Project Governance Board review.
- Manage special project meeting efforts, to include meeting establishment, agenda, invitations, scheduling, deliverables and Plan of Action and Milestones (POA&M).
- Assist in resource allocation identification to determine impact of special projects on program resources.
- Ensure program documentation related to special projects is available to subject matter experts for review.
- Review proposed and approved special project documentation to identify duplicative work areas and advise senior leadership of overlaps.
- Coordinate with program subject matter experts to understand impact of special projects on program mission, goals and objectives.

#### **5.2.4 Business Tool Identification and Implementation**

The contractor shall provide a recommended set of business tools that enable effective and efficient program management activities. Of particular concern are tools that provide insight, data and documentation on FYDP workload planning, resource estimating, requirements generation, documentation of resourcing risks, resource allocation, and "what if" scenarios. Specific tasks include the following:

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- Align business tool functionality with Government's requirements and deploy the updated functionality. The Contractor shall also ensure proper change management is in place to maximize employee buy-in and effective use. All program data, enabling databases, and other software or hard copy byproducts generated by the business tool(s) is owned by the Government.
- Assist with the creation of a common set of PM processes across the PEO-EIS based upon input received from PEO-EIS personnel and associated best practices. The Contractor shall research and analyze existing instructions and institutional knowledge and integrate this information with Project Management Best Practices to create a standard set of Program Management Processes.
- Provide organizational training to program personnel in the establishment of new processes and procedures necessary for successful implementation of new automated tool sets as required. The Contractor's training agenda shall be approved by the Program Manager prior to the scheduled training. The Contractor shall publish the approved agenda and schedule prior to the training, and notify all interested parties electronically within required time frames.
- Perform pilot testing or prove via past performance or previous use the quality, utility and robustness of the tool.
- Perform technical administration of the established business tool including: maintenance of the application database; software updates and patches; routine content backup; network updates and troubleshooting; technical troubleshooting; and migration of business tool into the PEO-EIS portal or approved Navy network.

### **5.3 Financial Management**

The Contractor shall provide assistance with Planning and Programming, Cost Estimating and financial management and financial execution functions including spend plan development, Budget Exhibit preparation, and financial execution metrics tracking and reporting. The Contractor shall respond to internal and external data calls, and prepare financial execution documents as assigned. The budget exhibits created and managed are complex and require knowledge of multiple appropriation laws and regulations.

#### **5.3.1 Planning and Programming**

The Contractor will provide planning and programming support as follows:

- Assist in translating planning decisions for out-year resource requirements into detailed, time phased allocation requests during the Program Objectives Memorandum (POM) submissions.
- Provide assistance in the preparation of POM exhibits, initial, drafts, and final versions.
- Prepare, review, and verify Appropriation and IT Budget Exhibits in support of the Department of the Navy (DON) Budget Review, Office of the Secretary of Defense (OSD) Review, and the President's Budget submission to Congress.

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- 354 • Coordinate with representatives from SPAWAR, Resource Sponsors, and the Department of  
355 the Navy Office of Budget throughout the budget cycle to ensure any questions/concerns about  
356 programmatic information submitted are addressed.
- 357 • Assist in annual requirements generation, prioritization and spend plan development process.
- 358 • Prepare and provide guidance and assistance to Program Managers/Project Leads in the  
359 development of reclamation and issue papers. Draft budget exhibits and prepare and coordinate  
360 IT 300 Reports.
- 361 • Draft spreadsheets, reports, and conduct analysis for short and long-range budget requirements.
- 362 • Prepare and provide recommendations to justify and defend budgets during all required annual  
363 and periodic budget submissions.
- 364 • Draft/review/prepare back up information and recommendations for financial presentations.
- 365 • Develop and maintain Program requirements and resource planning data.
- 366 • Update data in financial planning tools for PMO requirements.
- 367 • Review and prepare draft Program Objective Memorandum (POM) documentation and  
368 provide analysis to support Resource Sponsor and ASN(RDA) requests.
- 369 • Develop/prepare and review future year financial program plans.
- 370 • Develop financial aspects of Plans of Action & Milestones (POA&M).
- 371 • Analyze financial information in program planning documents and processes.
- 372 • Conduct financial analysis and financial risk analysis identifying and evaluating financial risks  
373 and recommend management techniques to mitigate risk exposure.
- 374 • Draft and provide recommended responses to Congressional inquiries, Navy, DoD and other  
375 government agency questions or requests for financial information.
- 376 • Facilitate financially related Integrated Product Teams (IPTs) (e.g. special advisory boards,  
377 off-sites, working groups, and audit teams).
- 378 • Provide financial management advisory services to PEO-EIS and its assigned programs,  
379 specifically in the areas of the Department of Defense Information Technology Portfolio  
380 Repository Department of the Navy (DITPR DON) updates and Defense Business System  
381 compliance.

### **5.3.2 Cost Estimating and Analysis**

383 Work activities in the Cost Estimating and Analysis area include the following:

- 384 • Conduct cost impact analyses on program support issues.
- 385 • Provide recommendations on cost realism and conduct or provide inputs to cost/ performance  
386 tradeoff studies.

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- Provide documentation for program cost estimates and changes, cost impacts, budget tracking and planning support.

#### **5.3.3 Financial Execution Tracking and Metrics**

The Contractor shall generate, execute, and track funding documents and procurement requests as authorized. Work activities include:

- Support initial preparation and updates to financial execution data calls as required by the Program Office, Resource Sponsors, SPAWAR Comptroller, SPAWAR BFM, Congress, OSD, and FMB. The Contractor shall support the Business and Financial Manager in preparation and submission of the following:
  - Monthly financial status briefs
  - Monthly funds execution status reports
  - Weekly financial activities
  - Travel status reports
  - Biweekly funding document log updates
- Maintain execution and out year and prior year spend plans to track the status of funds, obligations and expenditures and ensure performance metrics (e.g. FMB Benchmarks) are being met and deviations to the plan are captured.
- Populate and maintain “real time” data in corporate financial databases, as authorized.
- Provide execution data, analysis and updates in support of mid-year execution and program reviews.
- Prepare mid-year budget exhibits and justification(s) and perform related program review analysis and documentation within the time required to support scheduled deadlines. Documentation shall be prepared in accordance with the mid-year execution and program review standards cited in the SPAWAR Business and Financial Manager’s Manual.
- Prepare and maintain initial and revised current execution spend plans for prior year, execution year and future years.
- Maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative.
- Resolve problem disbursements and provide reconciliation for undistributed disbursements and negative un-liquidated obligations from official accounting systems, providing documentation in support of account closure to include coordination with government and commercial activities, as directed by Government personnel.
- Complete the Tri-Annual Review for Program funds (3 times per year) to include verifying outstanding Commitments and Open Obligations and initiating de-obligation actions as appropriate.

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- Prepare and modify routine financial explanation documents, and assist with preparation of funding documents using accounting program tracking systems.
- Assist in the creation of outgoing funding documents to other Government activities upon final SPAWAR HQ approval of Purchase Requisitions (PRs)
- Collect signed funding document acceptance copies and/or signed contract modifications from the other Government activities for submission to SPAWAR accounting for posting obligations.
- Develop and prepare draft documentation to support execution briefings and data calls to include but not limited to:
  - Continuing Resolution funding requirement inputs for PEO-EIS
  - Congressional briefs
  - Mid-year review execution status
  - Program funding and execution status for Program Management Reviews (PMRs)
  - Responses to Congressional Requests for Information (RFI) on DoD ERP system costs
  - Program execution data for the ASN RDA Dashboard and other acquisition reporting requirements
  - Navy ERP Senior Integration Board (NESIB) briefings
  - Monthly Navy ERP data integrity drills

## **5.4 Contracting Activities**

### **5.4.1 Contract Planning and Preparation**

The Contractor shall assist the Government in conducting contracting activities in executing the current fiscal year spend plan as follows:

- Provide Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) subject matter expertise.
- Provide advice and recommendations for contract strategies, risks, cost and milestone schedules.
- Conduct market research and market surveys to identify potential sources and contract vehicles.
- Ensure acquisition documentation files are complete, properly audited and closed out.
- Perform, prepare and present contract and solicitation documents reviews and synopses, including research and review of regulations, and policies.
- Conduct IT contract-related studies and analyses leading to recommended process improvement.

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**5.4.2 Contract Administration**

The Contractor shall assist in Contract Administration and conduct post award contracting tasks. These tasks include but are not limited to:

- Review of contract deliverables to ensure they are compliant and complete.
- Maintain DO/TO, and contract files, COR files, Contract Data Requirements Lists (CDRLs) and Contract Surveillance Report files.
- Assist with processing change orders and Equipment/Engineering Change Proposal actions.
- Create, update and maintain all contracting related publications, to include User Guides, Contract Management Plans and tool.
- Conduct Market Research and price analysis.
- Track deliveries, invoices and payments.
- Assist with award fee monitoring, tracking and administration.
- Perform activities in support of contract closeouts, to include tracking submission of and preparation of acceptance documents.
- Coordinate with contract support organizations to accomplish assigned duties.
- Establish and maintain order files and backup documentation in electronic form.
- Collect and analyze contract-related metrics. The source data will be derived from various databases and formatted, as defined for each deliverable, to effectively support contracting processes and strategies.
- Provide requirements generation and contract and delivery order processing support for formal negotiated contract acquisitions to PEO and supported Program Managers and project offices with respect to new acquisitions and ongoing contract actions.

**5.4.3 Contract Documentation**

The Contractor shall assist in the preparation of contract documentation, including but not limited to the following:

- Procurement Requests (PRs)
- Modification Requests (MR)
- Request For Quote (RFQ)
- Request for Information (RFI)
- Request for Proposals (RFP)
- Statement of Objectives (SOOs)



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- 487 • Performance Work Statements (PWS)
- 488 • Statements of Work (SOWs)
- 489 • Service Level Agreements (SLAs)
- 490 • Acquisition Plans (APs)
- 491 • Delivery Order (DO)/Task Order (TO)
- 492 • Contract Data Requirements List (CDRL)
- 493 • Requirement to Award Process Tool (RAPT) (or equivalent tool) documentation
- 494 • Documentation for meetings, conferences, facilities, teleconferences
- 495 • Procurement Planning and Strategy Management (PPSM) materials
- 496 • Training materials and local Standard Operating Procedures
- 497 Documentation shall be prepared in accordance with FAR Part 8, 12, 13 and 15 procedures, DoD,
- 498 Navy, and PEO policy and shall be maintained in the requested format and locations (e.g. contract
- 499 portal site and local electronic libraries).

#### **500 5.4.4 Procuring Contracting Officer (PCO) Activities for PMW 205**

- 501 • Seat Ordering. Support the Program Office with the management of annual Contract Seat
- 502 Service Orders for all Navy and Marine Corps claimants/major commands to include the
- 503 following:
  - 504 – Provide metrics on customer support, tracking orders and de-obligated seat services.
  - 505 – Maintain a daily spreadsheet of Enterprise Seat Services ordering data and respond to data
  - 506 calls.
  - 507 – Track and analyze seat orders and funding to assess contract minimums.
- 508 • Assist the PCO team with the resolution of emergent contracting issues including tracking,
- 509 management and negotiation of un-priced CLIN items, Enterprise order processing and
- 510 invoicing issues.
- 511 • Provide analysis, industry standard prices and negotiation positions for CLIN items; review
- 512 and submit recommendations for invoicing issues; and provide research and suggestions for
- 513 ordering tool operations and training.
- 514 • Requirement to Award Process Tool (RAPT). The Contractor shall perform the following tasks
- 515 as they relate to the RAPT or its successor:
  - 516 – Support and maintain the RAPT or its successor used to gather and document user
  - 517 requirements.
  - 518 – Participate in routine reviews of RAPT or RAPT successor actions and maintain current
  - 519 status of all active requirements.

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- 520 – Retrieve data and format required for metrics reports from the RAPT or successor Tool
- 521 Participate in RAPT meetings to assist in the oversight of user requirements.
- 522 – Document, submit, and track to resolution RAPT or RAPT successor system changes and
- 523 maintenance issues.
- 524 – Note RAPT or RAPT successor issue resolution progress as required.
- 525 – Provide user support in a timely manner and analyze requests to increase efficiency and
- 526 functionality in the RAPT or RAPT successor tool.
- 527 – Assist in the integration of the RAPT or RAPT successor tool with an enterprise ordering
- 528 or management tool.
- 529 • Intranet Management. The Contractor shall assist the Program Office with managing the
- 530 intellectual capital associated with the Program. The Contractor shall develop and maintain a
- 531 Procuring Contracting Officer (PCO) community of interest on the designated portal. The
- 532 portal shall be used to maintain/control project documentation (to include version control and
- 533 workflow), track action items, and track milestones via a project calendar.
- 534 • The contractor shall assist with monitoring contract minimums via an automated metric
- 535 capability system to include the following actions:
- 536 – Track/coordinate and analyze information available from a demand mode land ordering
- 537 tools.
- 538 – Provide the PCO with formatted reports and queries necessary for PCO management of
- 539 contract minimum status.
- 540 – Properly document the system and provide a user's handbook.
- 541 – Maintain the automated system using standard software and deliver and implement the
- 542 system as required in the approved project schedule.
- 543 – Deliver the automatic metric capability system, to include all data rights and source code
- 544 for the system.
- 545 • Maintain a repository of Frequently Asked Questions (FAQs) that can be posted to a public
- 546 web site and/or used in press kits. The FAQs shall be delivered and updated as required by the
- 547 approved project schedule.
- 548 • Maintain an electronic contract file which conforms all contract modifications, task orders and
- 549 other awards for the PCO.
- 550 • Assist in disseminating contract modifications, conforming the contract, as well as other
- 551 administrative support.
- 552 • Assist in establishing new CLINS in the ordering tools.

## 553 5.5 Administration and Operations

554 The Contractor shall provide administrative and operational support services.

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**5.5.1 General Administration and Operations**

The Contractor shall perform Administrative and Operation management functions including the following:

- Maintain and revise, when required, the Program Operating Guide (POG) which describes the administrative and operational procedures of the PEO-EIS and its aligned Program Offices, and any local Program Office guidance.
- Engage with and manage administrative priorities at levels including the Under Secretary of the Navy, the Chief of Naval Operations and Commandant of the Marine Corps, the Assistant Secretary of the Navy, and House and Senate Armed Services Committees (to include immediate senior staff).
- Update appointment calendars to show all pertinent commitments including travel, meetings, vacation, and action due dates as required by the authorizing individual.

**5.5.1.1 Document Tracking**

The Contractor shall track all document due dates, send out tickler notices before the documents are due and ensure due dates are met. The date the document is received shall be documented in the Program's data base and/or tickler file.

**5.5.1.2 Office Documentation**

The Contractor shall be responsible for the collection, organization, filing and retrieval of all Program Office documentation, including reports, correspondence, messages, meeting minutes, memos and all other incidental documentation associated with official business filed in accordance with local procedures.

**5.5.1.3 Calendar**

The Contractor shall maintain up to date, accurate PEO and Program Office appointment, events, office, and conference and conference room calendars as required. The calendar shall show all events, major program and project due dates, and other significant activities as directed. The Contractor shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms in accordance with local protocol and procedures.

**5.5.1.4 Administrative Data Calls**

The Contractor shall support the gathering of inputs for PEO-EIS and Program Office administrative data calls, drafting responses and revising data call responses to be reviewed by PEO/DPEO, PMW 205 and PMW 220 PMs/DPMs. These data calls typically include requests for information related to the administrative operation of PEO-EIS, the Program Offices and related requests for information related to metrics, compliance with standards and/or personnel standards reporting related to administration of PEO-EIS and the Program Offices. The Contractor shall gather and collate the requested data as assigned.

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#### **5.5.1.5 Organization Metrics**

The Contractor shall prepare and maintain organization metrics (e.g. balanced scorecard). The Contractor shall prepare and maintain metrics in the form or format as assigned by the requestor and be available for ad hoc data calls within the timeframe assigned by the customer.

#### **5.5.1.6 Clerical Activities**

The Contractor shall perform a variety of advanced clerical duties to assist with the proper management of the PEO and Program Offices. These duties include use of the advanced features in the provided software to perform data and statistical analysis of information and the ability to transform this information into spreadsheets, graphs, pivot charts and other output within the time constraints specified by the requestor.

#### **5.5.1.7 Meeting Activities**

The Contractor shall take meeting minutes as assigned by the meeting planner. The meeting minutes shall be typed in the proper format and timely distributed to appropriate personnel as designated by the requiring official. This support shall include coordination of the meetings, drafting agendas, setup and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment, taking minutes, and finalizing and distributing those minutes as directed within the schedule established by the requestor. The Contractor shall coordinate special events, notify participants, provide event agendas, directions, and arrange for appropriate equipment/services. The arrangements shall be made in accordance with the procedures and schedule set by the requestor.

#### **5.5.1.8 Mail**

The Contractor shall receive, open, review and route PEO-EIS and Program Office mail and prepare outgoing correspondences and documents for mailing, including proper addressing and postage. Mail shall be identified as either action and non-action, classified or unclassified as appropriate, and routed to the appropriate individual no later than 0800 each working day.

#### **5.5.1.9 Correspondence Tracking and Filing**

The Contractor shall create a method that supports the document tracking and filing that monitors progress through the routing chain in accordance with SECNAV Manual-5201.2 Records Management Program and local directives.

#### **5.5.1.10 Correspondence and Records Management**

The Contractor shall maintain PEO-EIS and the Program Offices' correspondence and records in accordance with SECNAV Manual-5201.2 Records Management Program and local directives. Files and records shall be reviewed and purged of obsolete documents in accordance with DON and local directives. When necessary the Contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction Contractor, or destroy and certify destruction as necessary.

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#### **5.5.1.11 Action Tracker Tools**

The Contractor shall establish, implement, manage and maintain action tracker tools (e.g. Issue Action Tracker, and SharePoint Tasks) to support Program Office program requirements and PEO-EIS efforts. This task includes but is not limited to: issue entry, issue tracking, issue resolution and issue reporting. The contractor shall assist in the establishment of interfaces, client connectivity, and the use of the supporting database.

#### **5.5.1.12 Management Internal Control Support**

The Contractor shall assist PEO and Program Office with development/establishment and implementation/management of Management Internal Control Program (MICEP) requirements.

#### **5.5.1.13 Information Management Support**

The Contractor shall provide Information Assurance and Personal Identifiable Information (PII) requirements support by conducting annual and/or as needed Privacy Act document reviews within Program internal and external websites to identify Personally Identifiable Information (PII) and make recommendations for document removal and/or access restrictions, with a summary report of results. The Contractor shall promptly report any unauthorized disclosure of PII to the SPAWAR Privacy Act Coordinator and responsible Government personnel. The contractor shall deliver an annual privacy report to document the findings.

#### **5.5.1.14 Classified Material Security-related Measures and Controls**

The Contractor shall provide administrative support for managing all PEO and Program Office classified materials implementing security related measures and controls in accordance with PEO and SPAWARSYSCOM policies and procedures for managing classified material. The Contractor shall login/logout all classified materials inventory and maintain the files of classified material in accordance with local protocols and procedures. The Contractor shall route classified material within the PEO and Program Offices or to other activities as requested. The Contractor shall monitor the use of PEO and Program Office classified materials, ensure that any classified material are properly handled and stored within the PEO and Program Offices and ensure that at the end of the business day any classified material is properly secured in accordance with local protocols and procedures. The Contractor shall comply with all DoD and DON security regulations, directives and instructions concerning handling and storage of classified material under their control.

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#### **5.5.1.15 Classified E-mail, Material Receipt and Transmission via Secret Internet Protocol Router Network (SIPRNET)**

The Contractor shall provide administrative support for centralized PEO and Program Office SIPRNET e-mail address and access to SIPRNET site Internet Service Providers. The contractor shall support classified materials transmission, receipt and access to SIPRNET sites in support of PEO and Program Office as requested. The Contractor shall access and monitor the SIPRNET/Non-secure Internet Protocol Router Network (NIPRNET) e-mail account at a minimum of three (3) times daily, on normal business days. These times shall be prior to 0800, between 1100 and 1400 and between 1600 and 1730. E-mail traffic for the PEO/DPEO, PMW 205 and PMW 220 PMs/DPMs shall be received, copied, summarized and routed to the appropriate personnel within one (1) hour. The Contractor shall route classified material within the Program Office or to other activities as requested. The Contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control.

#### **5.5.1.16 Message Reception/Routing/Drafting**

The Contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of three times daily, on normal business days. These times shall be prior to 0800, between 1100 and 1400, and between 1600 and 1730. Message traffic for the PEO and Program Office shall be received, copied, summarized and routed to the appropriate personnel within one hour. If requested, the Contractor shall monitor the SIPRNET/NIPRNET for urgent message traffic, and receive and route such traffic to the recipient within 15 minutes. The Contractor shall draft messages based on verbal or written input, into proper Navy message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the Contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine messages shall be prepared for release within a half-day of the request. Revisions shall be made within one (1) hour. Priority message traffic and above shall be prepared and released within the shortest practical time, not to exceed 30 minutes. The Contractor shall provide message-drafting support after normal working hours (1730) if directed by appropriate government personnel.

#### **5.5.1.17 Travel Planning/Vouchers**

The Contractor shall schedule and coordinate official PEO and Program Office travel plans in accordance with the Defense Travel System (DTS) directives, including arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe required by the requestor. Travel arrangements shall be accurate and conform to the current Joint Travel Regulation. When finalized, the Contractor shall furnish both a paper and electronic travel itinerary to the requestor. The Contractor shall prepare travel vouchers for government PEO and Program Office staff in accordance with DTS directives. This includes reviewing travel vouchers and identifying errors to the traveler, if necessary. Errors are to be reported immediately to the appropriate staff as directed by the PEO and Program Office. Vouchers shall be prepared in accordance with the current Joint Travel Regulation.

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#### **5.5.1.18 Supplies and Equipment**

The Contractor staff shall ensure all PEO and Program Office printers, copiers, and facsimile machines are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary; following prescribed equipment protocols. When required and authorized, the Contractor staff shall call for office equipment repair and support services.

The Contractor staff shall ensure that administrative supplies are organized, inventoried, maintained at adequate levels and issue supplies to assigned PEO and Program Office personnel. The Contractor shall prepare and present the authorized government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

#### **5.5.1.19 Administrative Standard Operating Procedures and Policies**

The Contractor shall help develop, implement, maintain and document administrative standard operating procedures and policies including the management of official correspondence, messages, travel, daily operations and official presentations by PEO, Program Offices and individual program of record. The Contractor shall maintain a desk book or guide of all up to date standard operating procedures, routine business practices and processes used to support all administrative functions.

### **5.5.2 Facilities Management**

Work activities in the Facilities Management area include:

#### **5.5.2.1 Space Configuration Management**

The Contractor shall develop facilities plans, floor plans, and seating assignment plans in coordination with the Program/Project office staff, and assist in the reorganization of office facilities as required and approved by the PEO and Program Office. Floor plans and seating assignments are to be updated quarterly and include the following actions:

- Internal facility configuration to include space/floor plans planning and execution
- Inventory of case goods and systems furniture
- Configuration control of workspace layout and furniture placement
- Configuration and maintain positive control of conference room furniture to support specific events and/or meetings
- Office, desk and cubicle keys, including issuance and turn-in by personnel upon their departure, as coordinated with the Program Personnel Office
- Monthly facility status updates (e.g. Heating, Ventilation and Air Conditioning (HVAC), security system and common area maintenance)

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#### **5.5.2.2 Facilities Liaison – Navy ERP Annapolis site**

Oversight of facility operations to include assignment as Primary emergency/after-hours Point of Contact and liaison among Navy ERP Program personnel, the landlord and Naval Facilities Engineering Command (NAVFAC) Washington (leaseholder) to include the following:

- Building services (e.g. Heating Ventilation Air Conditioning (HVAC), plumbing, janitorial, elevators, and common area maintenance)
- Parking lot and building exterior maintenance, including snow removal and safe passage via walkways
- Other facility operational issues, service requests and/or requirements
- Visitor escort for landlord vendors working onsite
- Maintain a safe working environment by monitoring the PEO and Program Office workspaces and remove excess or discarded materials from the workspace and place these materials in the proper trash or recycle container.

#### **5.5.3 Information Technology (IT) Management**

Work activities in the IT Support area include:

The Contractor shall maintain sections of the PEOEIS Website and Portal directly related and supported by the PEO-EIS Public Affairs Office.

##### **5.5.3.1 General Support**

The Contractor shall support the PEO-EIS Website and portal, following the PEO-EIS and DON processes for release of information. The Contractor shall:

- Ensure the processes and policies for sharing information across the PEO are in place. This includes, at a minimum: portal content management policies, archiving procedures, and sensitive information guidance.
- Perform portal transition and/or integration of PEO-EIS assigned programs' knowledge and information management requirements into the PEO-EIS Portal.

##### **5.5.3.2 Portal Transition, Implementation, and Integration Analysis**

The Contractor shall conduct analysis and develop a plan to manage and implement portal transition and/or integration efforts. Specific activities associated with this support include; architectural and hosting analysis, licensing analysis, portal requirements analysis and data tool and user analysis. The Contractor shall integrate and/or transition assigned programs into the PEO-EIS portal. Specific activities include architectural and hosting implementation, license reconciliation, DIACAP update/process, portal build out (taxonomy, sites, logo), data, tool and user migration, and user implementation (deployment, user communication and training).



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#### **5.5.3.3 Technical Maintenance and Sustainment**

The contractor shall provide a baseline level of support for maintenance and continuity of operations to keep the PEO-EIS Portal operational, and provide the users the minimum level of support required. This encompasses technical maintenance, content management support and user support and training. Specifically, this includes:

- Portal project management, system administration, security administration, SharePoint services administration, technical troubleshooting and resolution of portal and business tool functionality, baseline content management services, help desk, training/user assistance, annual Personally Identifiable Information (PII) review, and hosting management for the NMCI COSC (and successor network) enclave. The Contractor shall promptly report any unauthorized disclosure of PII to the SPAWAR Privacy Act Coordinator and responsible Government personnel.
- Schedule, cost and performance associated with portal integration and/or transition activities.
- Technical administration of the PEO-EIS portal including: maintenance of the application database; software updates and patches; routine content backup; network updates and troubleshooting; portal technical troubleshooting.
- Perform content administration of the PEOEIS Portal including: development and management of an integrated project plan; help desk; account management; area and site creation; and best practices recommendations.
- Perform training for the PEO-EIS Portal including: new user portal training (group and individual); maintenance of online help documentation; maintenance of user documentation and business tool training.
- Provide recommendations for upgrades or modifications that will facilitate a better user experience and level of utility.

#### **5.5.3.4 Wireless Network – Navy ERP Annapolis site**

Oversee operation of the wireless network to include the following:

- Maintain/ensure the connectivity/capability of the wireless network for all non-NMCI users to have access to DOD, Government, corporate email, and other websites as required
- Monitor wireless network for bandwidth, performance, and ensure all required security measures are in place and functional
- Perform periodic wireless network testing
- Assist on-boarding Navy ERP contractors with computer set-up/access to the wireless network
- Troubleshoot personnel connectivity issues
- Remove required access/permissions from contractor computers/devices as part of Program off-boarding

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- 795 • Provide operational/maintenance support for hardware/equipment to include the Aruba  
796 controller, printers, and related equipment

#### **797 5.5.3.5 Telephone System Operation**

798 Oversee telephone system operations to include the following:

- 799 • Provide technical expertise, maintenance, and execution of telephone system
- 800 • Provide recommendations for system upgrades when requested
- 801 • Interface with service vendors as required
- 802 • Maintain polycom phones

#### **803 5.5.3.6 Video Teleconferencing (VTC) and Facsimile Equipment**

804 Oversee video teleconferencing and facsimile equipment to include the following:

- 805 • Operation and maintenance of VTCs to include assistance with user operations,  
806 troubleshooting, and interfacing with service vendors
- 807 • Provide operation and maintenance of fax machines, including fax data phone lines

#### **808 5.5.3.7 Navy Networks**

- 809 • Provide support as the Assistant Contract Technical Representative (NMCI liaison) with the  
810 procurement, installation and service support for all Navy networks requirements to include  
811 printers, computers, multi functional devices, printers, and other devices.
- 812 • Manage Navy network support mobile devices to include maintenance, issuance and inventory.
- 813 • Manage all Navy network assets (e.g. computers, wireless cards, air cards, mobile devices) in  
814 the Program's internal inventory tracking and assignment tool.
- 815 • Assist in troubleshooting performance issues.
- 816 • Act as liaison to PEO-EIS and SPAWAR Navy networks personnel regarding Navy networks  
817 issues to include participating in teleconferences.
- 818 • Manage/coordinate Navy networks equipment refresh initiatives.
- 819 • Participate in facility discussions/initiatives pertaining to IT services and equipment.

#### **820 5.6 Public Affairs and Communications Strategy**

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The Contractor shall provide support to the Public Affairs Officer (PAO) or designated government lead in performing Public Affairs functions and activities including communications strategy and planning, branding, communications within all agencies of the government (stakeholder engagement) , external communications (media relations and industry engagement), community (customer) outreach, internal (employee) communications, change communication and communication metrics and analysis.

- The contractor shall be familiar with and apply all pertinent and guiding DoD, DON and local policies and instructions related to the proper implementation and execution of a public affairs program.
- The Contractor shall be familiar with AP writing style guidelines and will apply the DON writing style for materials produced for audiences internal to the DoD.
- The Contractor shall understand and apply journalistic standards appropriate to the project, target audience, and messaging objectives while demonstrating superior writing, proof reading and editing skills.
- The Contractor shall possess the creativity and ability to execute multiple media types including print, visual and web content management to convey the PEO/program mission and goals.
- The Contractor shall possess the skills and ability to conduct event management, conference support, brand and information campaign development and management.
- Strategic Management Plan (SMP). The contractor shall deliver a SMP yearly to PMW 220 which covers briefing, meeting, program and strategic management, liaison and messaging support

#### **5.6.1 Communications Strategy and Planning**

The Contractor shall work with the PEO-EIS PAO and Program Office PAO (or designated Government Lead) to plan and coordinate all aspects of communication activities. The Contractor shall develop, design and coordinate public relations campaigns and materials to promote PEO EIS Programs.

- The Contractor shall each year, assist with the development, update and implementation the PEO-EIS Strategic Communications Plan and/or Program Office communications strategies and plans for: Branding, Stakeholder Engagement, Media Relations, Industry Engagement, Customer Outreach and Internal Communications.
- The Contractor shall define short and long-term Program Office Communications goals, recommending programs and activities to meet those goals, ensuring alignment with higher headquarters strategic plans and direction.

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- The Contractor shall set the strategic direction for engaging internal and external audiences including employees, customers (end users of products and services), stakeholders (including DON, DoD and Congress) and industry in coordination with PEO-EIS PAO, Program Office PAO and Program Office senior leadership.
- The Contractor shall develop and implement Communications Plans to support public affairs activities as directed by the PEO-EIS and/or Program Office PAO or representative.
- The Contractor shall develop and implement informational campaigns using comprehensive tools and tactics to promote awareness and understanding of PEO-EIS and Program Office capabilities, programs and services.
- The Contractor shall evaluate and analyze program results and present recommendations to senior leadership for changes in Program Office communications.

#### **5.6.2 Customer and Stakeholder Outreach**

The contractor shall assist the PAO or designated government lead with developing and implementing strategies for providing programmatic information and support to ‘end user’ customers and/or customer support liaisons in order to increase awareness and understanding of specific programs, products, initiatives or changes.

- The Contractor shall prepare, write, update and maintain fact sheets, FAQs, messages, presentations and articles tailored to specific topics as assigned and approved by the PEO-EIS and/or Program Office PAO.
- The Contractor shall coordinate, schedule and facilitate opportunities to share program updates via speaking engagements, exhibits, web-based platforms (DCO), VTC, etc. that promote a two way exchange of information and feedback.
- The Contractor shall recommend, design, develop, implement and measure the effectiveness of information campaigns that involve comprehensive tools and techniques to share information with customers on current, planned or future products, programs and initiatives.

#### **5.6.2.1 Speaking Engagements**

The contractor will facilitate and manage speaking engagements that provide Subject Matter Experts (SMEs) the opportunity to increase awareness and understanding of PEO-EIS programs and capabilities.

- Schedule, coordinate and facilitate participation in speaking engagements
- Develop and maintain a list of speaking event opportunities
- Develop and maintain a list of interested Subject Matter Experts (SMEs) to speak as requested by outside organizations
- Prepare, write, update and maintain fact sheets tailored to topic as assigned and approved by the Public Affairs Officer (PAO) or designated government lead.

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#### 5.6.2.2 Industry Engagement

The contractor shall develop communications strategies to engage industry in support of the PEO-EIS and Program Office initiatives to foster fair and open competition and to inform industry audiences of potential business opportunities. The PEO-EIS Public Affairs Office is responsible for scheduling, maintaining, shipping, storing and manning the PEO-EIS exhibit booth at trade shows and conferences as part of industry, stakeholder and customer engagements. The Contractor shall prepare, write, update and maintain outreach and marketing materials that are used throughout all facets of the Public Affairs Program for PEO-EIS and/or the Program Office, and in particular used as part of the outreach activities.

- Assist the PCO and PAO in the analysis and implementation of conference venues for the purposes of conducting industry interaction as part of market research and program information sessions prior to soliciting proposal.
- Provide conference support for industry interaction events as directed by the PEO-EIS and/or Program Office PAO.
- Assist the PEO-EIS and Program Office PAO in developing materials for, maintaining and supporting these functions as needed for the PEO-EIS and Program Office's use of the PEO-EIS exhibit, or to support a PEO-EIS booth as part of a Team SPAWAR exhibit.
- Set up and disassemble exhibit display at scheduled tradeshow, conferences and other approved events.
- Provide booth staffing support and maintenance for Program Office Exhibits at Tradeshow and Conferences.
- Staff the exhibit booth, distribute outreach materials and answer questions. All travel requests in support of Contractor's participation in staffing exhibit must be approved by PEO-EIS and/or Program Office PAO.
- Prepare, write, update and maintain brochures and product fact sheets containing both general information and specific technical information as assigned and approved by PAO or designated government lead.
- Maintain inventory of promotional items as directed by the PEO-EIS and/or Program Office PAO. The Contractor shall research and suggest new items which directly support Program Office goals and objectives. The Contractor shall manage the ordering, artwork and cost estimating of such promotional items.

#### 5.6.2.3 Stakeholder Engagement

The Contractor shall develop proactive communication plans utilizing principles and techniques specifically supporting stakeholder engagement initiatives.

- The Contractor shall assist the government when engaging stakeholders through the use of Stakeholder base-lining activities and other benchmarking techniques.

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- The Contractor shall develop, maintain and implement an engagement plan that determines the communication goals and objectives of PEO-EIS and/or the Program Office, develops strategic approaches to communication, tailors key messages to respective stakeholder groups, analyzes and selects interaction opportunities for various tools and channels, and determines a timeline for execution.
- The Contractor shall provide support for the PEO-EIS and/or Program Office PAO in the preparation of fact sheets, naval messages, content for websites and other communication products that reach audiences in the DoD/DON.

#### 5.6.2.4 Media Relations

The Contractor shall develop a media relations plan that addresses media opportunities to proactively engage media on program developments and respond to emerging newsworthy issues. All media relation activities will be coordinated with the PEO-EIS PAO and Program Office PAO (or designated Government Lead), and the Contractor shall never act as, or speak on behalf of the U.S. Navy or the Program Office. Additional support includes:

- Identify media opportunities to generate ongoing news about the organization, its mission and its leaders, and present them to the PEO-EIS and/or Program Office PAO
- Build and maintain relationships with key journalists; maintain media contact lists
- Schedule spokespersons for media interviews upon authorization from the PEO-EIS and/or Program Office PAO and spokesperson availability
- Develop interview preparations materials such as reporter background profiles, anticipated media questions and proposed responses
- Support interview preparations using methods such as preparations sessions to review topic content, mock interviews, and going over interview “do’s and don’ts” with the interviewee
- Develop and successfully place stories and opinion editorials in a variety of national and local print media; all content must be reviewed and approved by the PEO-EIS PAO prior to submission.
- Write media releases, statements and articles for release/use by the Program Office and/or PEO-EIS PAO. Media releases shall be accurate, complete and free of grammatical, typographical and spelling errors, and delivered as required by the PEO –EIS PAO.
- Develop and write leadership Briefing Cards on emerging newsworthy topics for use by the Program Office and/or PEO-EIS PAO to inform DON leadership of imminent news coverage
- Develop, update and maintain a database of Media Queries, including Response to Queries (RTQ) containing statements and actual or expected questions along with proposed responses.
- Assist the Program Office and/or PEO in preparing interviewee subjects for scheduled media interviews through the use of RTQs, fact sheets, and other background materials.

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### **Performance Work Statement for Contractor Support Services (Acquisition Program Management, Project Management, Financial Management, Contracts, Administration and Operations, Strategic Management and Communications, Total Force Management and Public Affairs Office)**

- 961 • Maintain a record of all submissions, the date submitted, organization point of contact and  
962 telephone number and date of publication or rejection, and the rejection reason.
- 963 • Assist the PEO-EIS PAO in maintaining a coordinated relationship with the Navy Chief of  
964 Information (CHINFO).
- 965 • Prepare press kits for press conferences which consist of updated, timely and accurate  
966 information concerning the Program and related topics; submit press kits to the PEO-EIS PAO  
967 for review prior to a scheduled press conference and answer any questions or concerns  
968 regarding information contained within the kit.
- 969 • Locate and maintain a database of pertinent articles of interest from daily news publications;  
970 make leadership aware of these articles via a timely email synopsis.
- 971 • Research historical files and provide analysis to support media relations.

#### **972 5.6.3 Internal Communications**

973 The Contractor shall prepare and implement communication strategies directed to internal  
974 audiences in support of PEO-EIS and/or Program Office strategic goals and objectives, including  
975 the following:

- 976 • As directed by PEO-EIS and/or Program Office PAO, create and edit copy for several internal  
977 communication vehicles to ensure that written communication throughout the PEO or program  
978 is clear, accurate and compelling.
- 979 • Assist in the preparation of internal communication strategies and plans that support Program  
980 Office goals and objectives.
- 981 • Employee internal communications tools and techniques that support PEO-EIS/Program  
982 Office goals and objectives and facilitate broad internal communications to employees that are  
983 situated in multiple geographic locations.
- 984 • Manage and coordinate ongoing production of PEO-EIS and/or Program Office Web-based  
985 and/or traditional publications, recommend editorial policies and guidelines, ensuring accuracy  
986 and timely distribution.
- 987 • Research, write and edit articles highlighting the programs and services of interest to the  
988 internal audience.
- 989 • Conduct interviews at all levels of the organization to obtain information used as the basis for  
990 articles of interest.
- 991 • Generate internal interest articles for publication that support strategic communication goals  
992 and objectives.

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#### 5.6.4 Website and Portal Content Management

The Contractor shall maintain PEO-EIS and/or Program Office Web presence, including internet and intranet sites directly related to and supported by the PEO-EIS and/or Program Office Public Affairs Officer (PAO), to include Web 2.0 activities.

- Comply with applicable DoD and DON instructions and policies concerning websites.
- Implement a reliable process for posting information that is cleared for public release and approved by the PEO-EIS or Program Office Public Affairs Officer.
- Update the PEO-EIS and Program Office homepages and related sites, including links to important information (e.g. articles, documents, photos, and schedules).
- Establish and test the links with minimal downtime during normal working hours. If it becomes necessary to take the homepage offline, the update shall be scheduled for evening/weekends as approved by the PEO.
- Post PEO approved update content in accordance with the customer's request but must contact the PEO PAO prior to performing any changes to the website.
- Develop and maintain a PEO-EIS Community for internal communications as directed by the PEO-EIS and/or Program Office PAO.
- Develop and recommend appropriate Web 2.0 strategies to support PEO-EIS and/or Program Office communications goals and strategies; develop a Social Media plan to support recommended strategies.
- Develop and recommend timely content for social media sites (e.g. Facebook, Twitter, and MilSuite).
- Recommend new and emerging Web-based technologies that can be implemented in support of both internal and external communications efforts.
- Leverage new web tools to improve the efficiency and effectiveness of communications activities through the PEO-EIS and/or Program Office public affairs programs.

#### 5.6.5 Change Communications

The Contractor shall provide change management communication expertise including advice and counsel to the PEO-EIS PAO and/or Program Office PAO. This includes providing training and education on change management in the areas of implementation, trends, techniques and case studies. Specifically, the Contractor shall specifically engage in a proactive communication plan utilizing principles and techniques of change communications as directed by the PEO-EIS and/or Program Office PAO.



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#### **1025 5.6.6 Measurement and Analysis**

1026 The Contractor shall prepare metrics to assess the effectiveness of communication tactics and  
1027 provide analysis of the effectiveness of all aspects of the PEO-EIS and/or Program Office  
1028 communications, including the following:

- 1029 • Develop, as needed, metrics to assess the effectiveness of communications.
- 1030 • Track and document agreed upon metrics as required by the PAO or designated government  
1031 lead and provide the results in the agreed upon format.
- 1032 • Evaluate, analyze and document communications results and present recommendations to  
1033 senior leadership for changes as directed.
- 1034 • Research, conduct surveys and compile statistics necessary to prepare reports, correspondence,  
1035 messages and memoranda.

#### **1036 5.6.7 General PEO-EIS and Program Office Support**

1037 As directed by the PAO or designated government lead, the contractor shall provide general  
1038 program office support with items such as periodic reports, content used in the development of  
1039 internal and/or external documents and reports, as well as general support for facilitating meetings  
1040 and other event.

#### **1041 5.6.8 Special Events and Meetings**

1042 The Contractor shall provide technical and planning support for meetings, conferences and  
1043 working groups. This support shall include coordination of the meetings, drafting agendas, setup  
1044 and operation of Video Teleconferencing (VTC) equipment and other audio-visual equipment,  
1045 taking minutes, and finalizing and distributing those minutes as directed within the schedule  
1046 established by the requestor. The Contractor shall coordinate special events, notify participants,  
1047 provide event agendas, directions, and arrange for appropriate equipment/services. The  
1048 arrangements shall be made in accordance with the procedures and schedule set by the requestor.

#### **1049 5.6.9 Presentations and Branding**

##### **1050 5.6.9.1 Presentations**

1051 The Contractor shall support PEO-EIS and the Program Office by preparing and developing  
1052 graphics, briefings and multimedia presentations, including illustrations, diagrams, and charts, as  
1053 directed; material shall be prepared and formatted in accordance with local directives, free of  
1054 errors, and submitted within requested schedule.

##### **1055 5.6.9.2 Branding**

1056 The Contractor shall develop and implement Program branding strategies to increase awareness in  
1057 both internal and external audiences.

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- The Contractor shall provide ideas and advice on branding and other organizational reputation management disciplines to include development of programmatic logos, tag lines and design elements for use in documents such as presentations, fact sheets, letters and trade show exhibits.
- The Contractor shall use branding and other techniques to advance the message and reputation of PEO-EIS and/or the Program Office, and the associated products and services throughout communications products to maintain the program on the leading edge of communication practices.
- The Contractor shall develop, maintain and/or adhere to existing brand usage style guides as directed by the PAO or designated government lead.

## **5.7 TOTAL FORCE MANAGEMENT**

The Contractor shall provide support to the PEO-EIS Total Force Manager in developing technical management products, extracts, reports, reviews, plans, and studies documenting the analysis of automated manpower systems, and associated databases and processes. The contractor shall provide management of PEO-EIS manpower and personnel requirements including but not limited to the following:

### **5.7.1 Manpower and Personnel**

#### **5.7.1.1 Manpower Management**

The Contractor shall provide support to PEO-EIS and Program Managers by defining, formalizing, and validating manpower requirements for new and existing PEO-EIS civilian and military positions. This includes the following:

- Develop and maintain comprehensive manpower spreadsheets, databases, or other tracking tools to accurately manage manpower data
- Review staffing plans
- Prepare responses to manpower data calls
- Convert manpower data into briefs and presentations
- Prepare manpower and personnel correspondence
- Prepare military manpower and personnel briefings and presentation initiatives (e.g. briefs, presentations, meeting minutes, and booklets)
- Analyze manpower data to support Inherently Government/Commercial Activity studies, Zero-Based Reviews and Intelligent Workbook updates
- Develop and maintaining manpower metrics and matrices
- Attend technical, management, and working group meetings as directed by PEO-EIS

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- 1091 • Develop and maintain organizational charts for PEO-EIS and program management offices
- 1092 • Produce, provide, and maintain PEO-EIS program management database extracts, matrices,  
1093 spreadsheets, and listings containing desired military manpower information
- 1094 • Define, formalize and validate personnel requirements for new and existing PEO-EIS civilian  
1095 and military positions, including preparation of position descriptions and subspecialty coding  
1096 validation sheets
- 1097 • Assist with identification of skill sets, core competencies, and organizational requirements  
1098 (inclusive of competency alignment)
- 1099 • Assist in sponsorship/welcome programs
- 1100 • Develop/track training curriculum to satisfy position requirements
- 1101 • Maintain record of requested and approved positions and assignments

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#### 1105 **5.7.1.2 Manpower Studies**

1106 The Contractor shall perform manpower study support as follows:

- 1107 • Conduct strategy and analysis related to position validation studies and data calls to determine  
1108 manpower requirements and conversions for PEO-EIS
- 1109 • Conduct trends analysis to support study conclusions
- 1110 • Conduct review of internal instructions, directives, and standard operating procedures and  
1111 make recommendations for improvements

#### 1112 **5.7.1.3 Manpower Budgets**

1113 The Contractor shall provide manpower budget support as follows:

- 1114 • Assist with PEO-EIS military manpower and personnel proposals and billet reviews
- 1115 • Assist with Program Objective Memorandum (POM) builds and submissions
- 1116 • Assist with program reviews
- 1117 • Complete manpower account Quantity/Quality analyses

#### 1118 **5.7.1.4 Personnel Management**

1119 The Contractor shall provide support as follows:

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- 1120 • Prepare civilian personnel position descriptions, Defense Acquisition Workforce Improvement  
1121 Act forms, personnel security documents
- 1122 • Develop and maintain civilian and military personnel records and electronic files
- 1123 • Assist in management of civilian and military welcome aboard program and orientation
- 1124 • Support on-boarding/off-boarding activities
- 1125 • Review and process civilian honorary awards (e.g., Meritorious Civilian Service Awards) and  
1126 military personal awards (e.g., Navy and Marine Corps Achievement Medal)
- 1127 • Prepare military fitness reports and evaluations
- 1128 • Coordinate civilian personnel interviews

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#### 1134 **5.7.1.5 Awards**

1135 Assist Total Workforce personnel in execution of the awards process, including the following:

- 1136 • Soliciting for input for award documents, such as letters of appreciation/commendation and  
1137 honorary awards, such as the Civilian Meritorious Service Medal.
- 1138 • Coordinate local Program Awards Boards, including setting up meetings dates/times and  
1139 providing documentation for review. Summarize Board results for leadership to forward to  
1140 PEO-EIS for review/approval.

#### 1141 **5.7.1.6 Personnel Data Calls**

1142 Draft replies to government tasks, for government response regarding the following:

- 1143 • Monthly and situational manning reports (government and civilian personnel)
- 1144 • Quarterly Program Management Review slide creation to include, but not limited to detailed  
1145 reporting on manning counts and vacancy rates, Defense Acquisition Workforce Initiative Act  
1146 (DAWIA) training requirements and completion rates, competency alignment progress
- 1147 • Competency alignment reporting
- 1148 • DAWIA certification status and DAWIA billet designation
- 1149 • Additional DoD, DON, and PEO-EIS data calls.

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#### 1150 **5.7.1.7 Staffing documentation support**

1151 Maintain documents related to government and/or contractor staffing requirements including the  
1152 following:

- 1153 • Staffing Plan (government only) updated semi-annually
- 1154 • Government duty statements, duty statement tasks (in table format) and related paperwork
- 1155 • Organization chart updated monthly and/or as needed updates
- 1156 • DAWIA billet designation paperwork

#### 1157 **5.7.1.8 Personnel Records Maintenance**

1158 Personnel Information Assurance Tracking

1159 The Contractor shall support the PEO and Program Office staff in ensuring information Assurance  
1160 requirements are reviewed and that policies are updated in accordance with DoD directives and  
1161 disseminated to the appropriate communities of interest (COI).

1162 Maintain/Update electronic and/or paper personnel records for government employees as follows:

- 1163 • Information Assurance security forms (SAAR-N)
- 1164 • SPAWAR Headquarters personnel database input – Total Workforce Management System  
1165 (TWMS)
- 1166 • Joint Personnel Adjudication System (JPAS)
- 1167 • Training requirements/completions
- 1168 • DAWIA certification requirements and status

#### 1169 **5.7.1.9 Acquisition Professional Community Support**

1170 The Contractor shall provide acquisition professional community support as follows:

- 1171 • Identify and define billet acquisition certification requirements
- 1172 • Maintain Acquisition Professional Community information for use in proposing assignment  
1173 solutions to PEO-EIS military manpower, civilian, and contracted support personnel  
1174 requirements
- 1175 • Define and organize reimbursable Navy and Marine Corps military billets assigned to PEO-  
1176 EIS from various organizations including Additional Duty (ADDU) and Naval reserve billets
- 1177 • Ensure DAWIA, Key Leadership Position (KLP)/Critical Acquisition Position (CAP)  
1178 capacities by billet and track to completion annually

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#### 1179 **5.7.2 Human Resources Management**

1180 The Contractor shall provide advisory services in all aspects of Federal human resource  
1181 management to include the following:

- 1182 • Recruitment of civilian positions
- 1183 • Advise PEO-EIS on recruitment and hiring methods to obtain qualified civilian employees
- 1184 • Ensure compliance with the Federal government's merit system principles, human resources  
1185 mandatory regulations, policies, and procedures
- 1186 • Coordinating and management of Voluntary Separation Incentive (VSIP) and Voluntary Early  
1187 Retirement Authority (VERA) programs to support Human Capital Management initiatives
- 1188 • Manage USA Staffing Tool for processing personnel actions
- 1189 • Develop and facilitate Civilian Personnel Management Academy (CPMA) training for PEO-  
1190 EIS supervisory personnel
- 1191 • Review position classifications, duty statements and related paperwork

#### 1192 **5.7.2.1 Human Resource Office Liaison**

1193 The Contractor shall serve as the PEO-EIS representative to the Human Resources Office as  
1194 follows:

- 1195 • Assist the Government with interpreting Federal human resources laws, rules, regulations,  
1196 policies, and procedures critical to the classification and recruitment process
- 1197 • Research laws and regulations to address complex human resources issues
- 1198 • Provide guidance and recommendations to PEO-EIS leadership on best resolutions of issues
- 1199 • Provide employee relations, equal opportunity, employee benefits, retirement, and  
1200 performance management advisory and support. On/Off-Boarding Process
- 1201 Provide on-boarding and off-boarding support for government and contractor personnel. Specific  
1202 tasks include:
- 1203 • Establish Entrance on Duty and release dates for government employees based upon approval  
1204 of the appropriate chain of command.
- 1205 • Coordinate with the Human Resources Office and Human Resources Services Center
- 1206 • Creation and maintenance of welcome aboard packages
- 1207 • CAC card support services, including support required as a result of contract expirations and/or  
1208 new awards
- 1209 • Related personnel electronic records upkeep
- 1210 • Personnel hiring/release forms (government employees)

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- 1211 • Advise the Total Force Manager informed of new or changes to existing civilian policies and  
1212 regulations

- 1213 • Participate in PEO-EIS Total Force Management meetings

#### 1214 **5.7.2.2 Civilian Performance Evaluations**

1215 The Contractor shall serve as the technical expert in various civilian performance evaluation  
1216 systems (e.g., Alternative Personnel System (APS)). Duties include the following:

- 1217 • Assist the Government in the review of position classifications and recruitment actions in  
1218 keeping with Merit Principles and Priority Placement Program requirements

- 1219 • Government personnel performance plan cycle management, including preparation of emails  
1220 for distribution regarding due dates, content guidelines, tracking required completed efforts  
1221 and creation/maintenance of training guides

- 1222 • Government employee Individual Development Plans (IDP), including preparation of emails  
1223 for distribution regarding due dates, content guidelines, tracking required completed efforts  
1224 and creation/maintenance of training guides

1225 The Contractor shall have review position classifications, Job Analyses, and Task Assessments to  
1226 ensure accuracy and compliance with USA Staffing requirements. This effort includes reviewing  
1227 civilian position selections ensuring compliance with federal Merit Principles and hiring policies.

#### 1228 **5.7.2.3 Civilian Personnel Hiring**

1229 Hiring support activities include the following:

- 1230 • Arrange interviews with candidates, including contacting candidates and interview panel  
1231 members regarding time and location

- 1232 • Solicit for interview questions from government personnel and providing interview question  
1233 packages for interview panel members

- 1234 • Assist the Interview Panel Lead in the finalization of the Interview Panel summary for  
1235 leadership signature

- 1236 • As directed by the Total Workforce Manager, coordinate with Program leadership to finalize  
1237 job analysis paperwork for submission to PEO-EIS, including job analysis form and  
1238 benchmark assessment questions

- 1239 • Draft and distribute job vacancy announcements upon obtaining government approval of the  
1240 wording

- 1241 • Provide weekly or as-needed hiring status reports, as determined by the Total Workforce  
1242 Manager

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### Performance Work Statement for Contractor Support Services (Acquisition Program Management, Project Management, Financial Management, Contracts, Administration and Operations, Strategic Management and Communications, Total Force Management and Public Affairs Office)

#### 1243 5.7.2.4 Training

1244 Assist Total Workforce personnel with the local Program training plans, including the following:

- 1245 • Supplemental professional development training scheduling and advertisement,  
1246 sending/receiving RSVPs, and collecting course assessment paperwork
- 1247 • Required annual training including tracking of training complete and not complete (by  
1248 individual) and the maintenance of related training documentation (paper and/or electronic).

#### 1249 5.8 STRATEGIC PLANNING

1250 Assist the Government with long term planning for PEO-EIS and with the PEO-EIS portfolio of  
1251 programs.

- 1252 • Strategic Management Plan (SMP). The contractor shall deliver SMPs to PMW 220 which  
1253 covers briefing, meeting, program and strategic management, liaison and messaging support  
1254 as required.
- 1255 • Assist PEO-EIS with strategic planning activities and analysis.

#### 1256 6.0 DELIVERABLES

1257

CDRL #	Deliverable	Frequency
A001	Monthly Status Report	Monthly
A002	Technical Reports Study Services	As required
A003	Meeting and Conference Minutes	As required

1258

#### 1259 7.0 GOVERNMENT FURNISHED PROPERTY

1260 No GFP will be provided on this task order.

#### 1261 8.0 SECURITY

##### 1262 8.1 Title



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The nature of this task requires access to classified and unclassified information. The work performed by the Contractor will include access to Secret and unclassified data and spaces, and access to Personal Identifiable Information (PII). The Contractor will be required to attend meetings classified at classified and unclassified levels.

Note: If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the SSC SD foreign travel team, OTC2, Rm 1656 for action. A Request for Foreign Travel form shall be submitted for each traveler, in advance of the travel to initiate the release of a clearance message at least 35 days in advance of departure. Each Traveler must also submit a Personal Protection Plan and have a Level 1 Antiterrorism/Force Protection briefing within one year of departure and a country specific briefing within 90 days of departure.

## **8.2 Information Assurance and Personnel Security Requirements for Accessing Navy Enterprise Resource Planning Management Systems (JAN 2009)**

### **8.2.1 System Access**

Contractor personnel assigned to perform work under this contract may require access to Navy Enterprise Resource Planning (Navy ERP) System. Prior to accessing any Navy ERP System, contractor personnel shall contact the applicable Navy, Marine Corps Internet (NMCI), Assistant Customer Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homeport website at: [https://nmcicustomerreporting/CTR\\_Lookup/index.asp](https://nmcicustomerreporting/CTR_Lookup/index.asp). Once an NMCI account has been established, the contractor shall submit a request for Navy ERP access and the role required via the Task Order Manager (TOM) to the Competency Role Mapping POC. The TOM will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items to complete prior to requesting a role for Navy ERP include: Systems Authorization Access Request (SAAR-N), DD Form 2875, Oct 2007, Annual Information Assurance (IA) training certificate and SF85P.

### **8.2.2 Security Clearances**

For this procedure, reference to the TOM shall mean the PCO for contracts that do not have a designated TOM. For directions on completing the SF85P, the contractor is instructed to consult with their company's Security Manager. In order to maintain access to required systems, the contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required.

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#### **1299 8.2.3 DoD Information Assurance Awareness Training**

1300 The contractor shall complete DoD Information Assurance Awareness training annually. As per  
1301 SPAWARNOTE 5239 dated 18 Aug 2010 and titled "USE OF TOTAL WORKFORCE  
1302 MANAGEMENT SERVICES IMPLEMENTATION FOR INFORMATION ASSURANCE  
1303 USER RECORDS MANAGEMENT" the contractor is required to use Total Workforce  
1304 Management Services (TWMS), which is a comprehensive Navy automated Information System  
1305 (IS) of aggregated personnel records. The policy applies to all Team SPAWAR computer and  
1306 network users located at Space and Naval Warfare Systems Command (SPAWAR) Headquarters  
1307 (HQ), affiliated Program Executive Offices (PEOs) and Business Units, to include all civilians,  
1308 military, and Industry Partners. This policy may also apply to the tenant Command personnel, by  
1309 agreement. The contractor shall provide a signed certificate for the annual Information Assurance  
1310 Awareness training upon request. TWMS is found at <https://twms.nmci.navy.mil>.

#### **1311 9.0 NAVY NETWORK**

1312 The Government will provide approximately 140 Navy network seats. In addition, the Government  
1313 will provide NMCI CACs for the performance of this Task Order. The Contractor PM/ FSO is  
1314 responsible for notifying the Government TOM and the Trusted Agent (TA) when an employee  
1315 who has been issued a CAC leaves the Company or transfers to another Program/Project. In the  
1316 case of an employee who no longer works for the Company, the Company shall collect the CAC  
1317 and turn it over to the TA with-in 2 working days of the employee's departure. In the case of an  
1318 employee still retained by the company transferring to another Program/Project with-in SPAWAR,  
1319 the company will notify the TOM and the TA with-in 2 working days so the TA can transfer the  
1320 TA responsibilities to the new TA vice revoking and issuing a new CAC.

#### **1321 10.0 TASK ORDER PROGRAM MANAGEMENT AND** **1322 ADMINISTRATION**

##### **1323 10.1 Best Practices**

1324 Work performed by the Contractor shall provide support to PM NEN and SPAWAR command-  
1325 level "Best Practices" principles incorporated in the SPAWAR Program Manager's Toolkit  
1326 Acquisition Support Office Guides (1) Acquisition Program Structure Guide; (2) Contract  
1327 Management Process Guide; (3) Program Manager's Handbook; (4) Scheduling Guide; (5)  
1328 Systems Engineering Guide; (6) Technology Alignment Guide and support the command wide  
1329 implementation process.

##### **1330 10.2 Contractor Employee Identification**

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1331 For all services provided by the Contractor under this PWS and associated Task Order, the  
1332 Contractor's employees shall identify themselves as Contractor personnel by introducing  
1333 themselves or being introduced as Contractor personnel and displaying distinguishing badges or  
1334 other visible identification for meetings with Government personnel. Additionally, the  
1335 Contractor's personnel shall appropriately identify themselves as Contractor employees in  
1336 telephone conversations and in formal and informal written correspondence.

## 1337 **11.0 CONTRACTING OFFICERS REPRESENTATIVE (COR)**

1338 Primary: TBD

1339 Alternate: TBD

## 1340 **12.0 TRAVEL**

1341 Travel may be required for the completion of the services for this task order. The estimated  
1342 duration of the trips is between three and five days each, to be supported by one to two travelers  
1343 for each trip. The location of these trips is to be determined, but is estimated to consist mainly of  
1344 trips within the United States.

1345 The Contractor shall utilize the electronic Travel Request form (provided separately) for all  
1346 required travel in support of this task order. The request for all routine travel shall be made via  
1347 email to the TOM no later than five working days in advance of travel date for final approval. For  
1348 emergent travel, requests shall be made within three days of the actual travel date and will be  
1349 approved by the TOM verbally. The Contractor shall follow-up with the electronic travel request  
1350 within five working days of the original request. Trip/Activity Reports shall be completed and  
1351 submitted to the TOM 10 days after completion of trip per the CDRL.

1352 The travel request shall include the following:

- 1353 • Traveler's Name
- 1354 • Name of specific Government Technical POC requesting the travel
- 1355 • Program/project name travel is required for
- 1356 • Applicable PWS Paragraph number
- 1357 • Reason for travel
- 1358 • Duration of travel
- 1359 • Dates of travel
- 1360 • Travel cost estimate

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- 1361 • Total travel funds expended to date
- 1362 • Balance of authorized travel funding

## 1363 13.0 PLACE OF PERFORMANCE

1364 The primary places of performance shall be on-site at PEO-EIS in Arlington, VA, on-site at PM  
1365 NEN facilities located at the Washington Navy Yard, Washington DC, and on-site at PM Navy  
1366 ERP facilities located in Annapolis, Maryland. Secondary places of performance shall be at the  
1367 Space and Naval Warfare Systems Command (SPAWARSYSCOM) at San Diego, California, and  
1368 the Naval Network Warfare Command (NNWC) at Norfolk, VA.

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